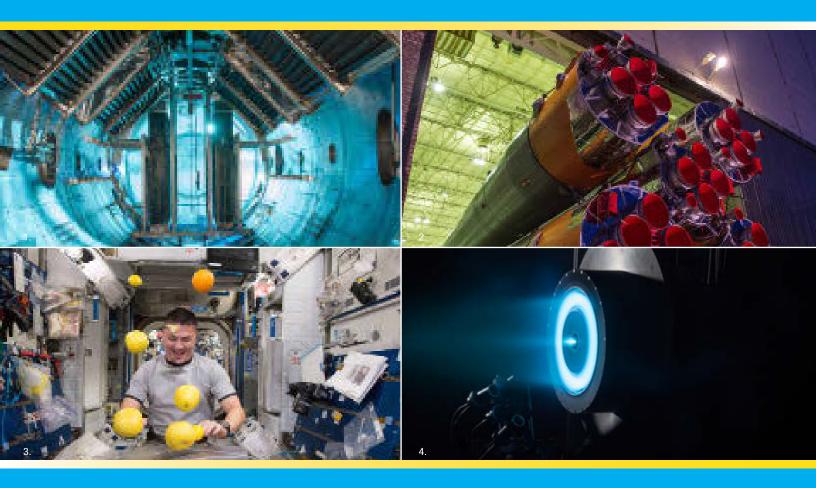


Small Business Programs (OSBP)

where small business makes a big difference





Vision

The vision of the Office of Small Business Programs (OSBP) at NASA Headquarters is to promote and integrate all small businesses into the competitive base of contractors that pioneer the future of space exploration, scientific discovery, and aeronautics research.

Mission

- To advise the Administrator on all matters related to small business,
- To promote the development and management of NASA programs that assist all categories of small business,
- To develop small businesses in hightech areas that include technology transfer and the commercialization of technology, and
- To provide small businesses with the maximum practicable opportunities to participate in NASA prime contracts and subcontracts.



Letter from the Associate Administrator

NASA is committed to providing small businesses with opportunities to participate in both NASA prime contracts and subcontracts. The NASA Office of Small Business Programs is here to facilitate open and effective communication between our Centers and small businesses worldwide to make that commitment a reality. This brochure includes invaluable information on how to do business with NASA, its Centers, the Mentor-Protégé Program (MPP), and more while focusing on the socioeconomic small business categories. If you'd like to learn more, additional information is available 24/7 on the NASA OSBP Web site, www.osbp.nasa.gov.

Glenn A. Delgado Associate Administrator Office of Small Business Programs



How To Do Business with NASA



Identify Your Product or Service

- Know the Federal Supply Class or Service (FSC/SVC) codes (http://www.hq.nasa.gov/office/procurement/regs/FSCCodes.doc) and the North American Industry Classification System (NAICS) codes (http://www.census.gov/naics/) for your products or services.
- Prepare a capability brief in both printed and electronic versions with an emphasis on Government work.



Register Your Business

- Obtain a Data Universal Numbering System (DUNS) number (http://www.dandb.com/fedgov).
- Register with the System for Award Management (SAM) (http://www.sam.gov).
- Register with the NASA Vendor Data Base (NVDB) (https://vendors.nvdb.nasa.gov).



Identify Your Target Market Within NASA

- Identify what each NASA Center (http://osbp.nasa.gov/about-centers. html) procures by reviewing its top NAICS code and the NASA Acquisition Forecast (http://www.hq.nasa.gov/office/procurement/ forecast/).
- Review the NASA Web site (http://www.nasa.gov), the OSBP Newsletter (http://osbp.nasa.gov/newsletter.html), and industry publications such as Space News, Aviation Weekly, and Physics Today.
- Contact the Small Business Specialists (SBSs) (http://www.osbp.nasa.gov/map.html) located at each NASA Center for assistance on how to do business with that particular NASA Center.

4 Identify Current NASA Procurement Opportunities

Identify current procurement opportunities in your product or service area by checking the Federal Business Opportunities Web site (https://www.fbo.gov), which can assist you in identifying NASA requirements and send you e-mail notifications of requirements.

5 Familiarize Yourself with NASA Contracting Procedures

Be familiar with the Federal Acquisition Regulations (FAR) (http://farsite.hill.af.mil) and the NASA Federal Acquisition Regulation Supplement (http://www.hg.nasa.gov/office/procurement/regs/nfstoc.htm).

6 Investigate Federal Supply Schedule (FSS) Contracts

Contact the U.S. General Services Administration (GSA) (http://www.gsa.gov/portal/category/100611) for information on how to obtain a Federal Supply Schedule contract. Many NASA purchases are, in fact, orders on FSS contracts.

Seek Additional Assistance as Needed

- Request training and counseling on marketing, financial, and contracting issues at minimal or no cost from Procurement Technical Assistance Centers (PTACs) (http://www.dla.mil/HQ/SmallBusiness/PTAC.aspx). PTACs are located in most states and are partially funded by the U.S. Department of Defense (DOD) to provide small business concerns with information on how to do business with DOD and other Government agencies.
- Consult with the U.S. Small Business Administration's (SBA) Procurement Center Representatives (PCRs) (http://www.sba.gov/content/procurement-center- representatives) and the SBA Business Development Centers (https://www.sba.gov/tools/local-assistance/sbdc). The SBA provides each NASA Center with a liaison.
- Get free and confidential mentoring by former CEOs through SCORE (http://www.score.org).



NASA hosts media briefing on mission to study the dynamic magnetic system around Earth. Called the Magnetospheric Multiscale (MMS) mission, the project will help scientists understand the process of magnetic reconnection, which can accelerate particles up to nearly the speed of light.

Explore Subcontracting Opportunities

Obtain information on subcontracting opportunities through the SBA's SUB-Net (http://web.sba.gov/subnet/search/index.cfm) or Subcontracting Opportunities Directory (http://www.sba.gov/category/navigation-structure/contracting/contracting-opportunities/ sub-contracting/subcontracting-opportunities-directory). Solicitations and notices are posted by prime contractors.

Investigate NASA Small Business Programs

Explore other small business programs, such as the NASA Mentor-Protégé Program (http://osbp.nasa.gov/mpp/index.html), the Small Business Innovation Research Program (http://sbir.gsfc.nasa.gov), and the Historically Black Colleges and Universities and Minority-Serving Institutions Program. Information on these and other programs is available on the NASA Office of Small Business Programs Web site (http://osbp.nasa.gov).

Market Your Firm Well!!!

After you have identified your customers, researched their requirements, and familiarized yourself with NASA procurement regulations and strategies, it is time to market your product or service. Present your capabilities directly to the NASA Centers that buy your products or services. Realize that, as with yours, their time is valuable. If the match is a good one, you can provide them with a cost-effective, quality solution to their requirements. Good luck!







Historically Underutilized Business Zone (HUBZone)

Purpose

It is NASA policy to provide the maximum practicable number of acquisition opportunities to HUBZone small businesses.

Eligibility Requirements

- Must be a small business by SBA standards.
- Must be owned and controlled at least 51 percent by U.S. citizens, or a Community Development Corporation, an agricultural cooperative, or an Indian tribe.
- Must have its principal office located within a HUBZone, which includes lands considered "Indian Country" and military facilities closed by the Base Realignment and Closure Act.
- At least 35 percent of its employees must reside in a HUBZone.

Certification Requirement

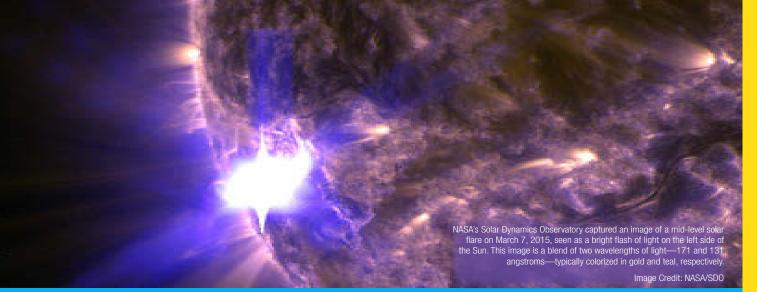
The Small Business Administration conducts the HUBZone certification.

Procurement Incentives

- A Federal Government—wide statute established goals of 3 percent of the total contract and subcontract value.
- NASA goals are 3 percent of the total prime and subcontract value.
- There is set-aside authority in the Federal Acquisition Regulations (FAR) for HUBZone set-asides.
- Competitive and sole-source contracting.
- ▶ 10 percent price evaluation preference in full and open contract competitions, as well as subcontracting opportunities.
- More information on HUBZone small businesses can be found at https://www.sba.gov/hubzone/.

Authority/References

- ► Title VI of the Small Business Reauthorization Act (1997) (15 U.S.C. 631)
- FAR 19.13



HUBZone Small Business Goals

- Increase the number of annual contract actions and contract dollar value to HUBZone small businesses.
- Increase the number of HUBZone small businesses in high-tech areas by expanding the Mentor-Protégé Program.
- Monitor the performance of HUBZone small business subcontracting through the use of Individual Subcontract Reports (ISRs) at each Center.
- Monitor the Agency's annual HUBZone small business subcontracting dollars through the Summary Subcontract Report (SSR).
- Provide outreach to HUBZone small businesses through small business events and matchmaking opportunity outreach events.
- Increase communication with HUBZone small businesses through the use of the OSBP Web site.
- Include training for the NASA acquisition workforce on HUBZone small businesses.
- Monitor the Federal databases to ensure that all data are entered accurately and reviewed regularly.
- Require NASA Centers to report initiatives in support of HUBZone small businesses on a semiannual basis.
- Use an enterprise model to execute these goals and track accomplishments.

Contact Information

Web site: http://www.osbp.nasa.gov

Telephone: 202-358-2088



Woman-Owned Small Business (WOSB)

Eligibility Requirements

- Must be at least 51 percent owned by one or more women who are U.S. citizens; or, if publicly owned, it must be small in its primary industry in accordance with the U.S. Small Business Administration's (SBA's) size standards.
- The owner of the company must control and manage the daily business operations.
- In order for a WOSB to be deemed "economically disadvantaged," its owners must demonstrate economic disadvantage in accordance with the requirements set forth in the final rule.

Certification Requirement

Women-Owned Small Businesses may self-certify or use a third-party certifier.

Procurement Incentives

- NASA goals are 5 percent of the total prime and subcontract value.
- Effective December 31, 2015, the Federal Acquisition Regulations (FAR) grants authority to award sole-source contracts to Women-Owned Small Businesses and Economically Disadvantaged Women-Owned Small Businesses. There is set-aside authority in the FAR for set-asides for Women-Owned Small Businesses in certain NAICS codes.
- Refer to the links in this section for more information on Women-Owned Small Businesses.

Authority/References

- Executive Order 12138 (1979) created the National Women's Business Enterprise Policy and established the Women-Owned Business Program.
- ► The Federal Acquisition Streamlining Act of 1994 (P.L. 103-355) (enacted October 10, 1994) established the annual Government-wide goal for Women-Owned Small Business concerns at 5 percent of the total value of all prime contract and subcontract awards.

Women-Owned Small Business Goals

- Increase the number of annual contract actions and contract dollar values to WOSBs.
- Increase the number of Women-Owned Small Businesses in high-tech areas by expanding the Mentor-Protégé Program.
- Monitor the performance of Women-Owned Small Business subcontracting through the use of Individual Subcontract Reports at each Center.
- Monitor the Agency's annual Women-Owned Small Business subcontracting dollars through the

- Provide outreach to Women-Owned Small Businesses by participating in U.S. Women's Chamber of Commerce events and attending other conferences.
- Increase communication to Women-Owned Small Businesses through the greater use of the OSBP Web site.
- Include training for the NASA acquisition workforce on Women-Owned Small Businesses.
- Monitor the Federal databases to ensure that all data are entered accurately and reviewed regularly.
- Require NASA Centers to report initiatives in support of Women-Owned Small Businesses on a semiannual basis.
- Use an enterprise model to execute these goals and track accomplishments.

Women-Owned Small Business Federal Contract Program

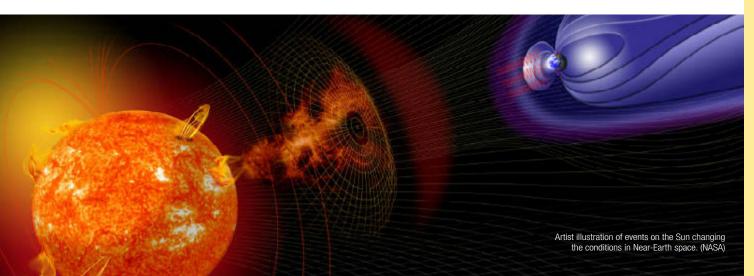
- ► The Small Business Administration revised the WOSB contracting program, effective April 1, 2011, with the aim of expanding Federal contracting opportunities to WOSBs and Economically Disadvantaged Women-Owned Small Businesses (EDWOSBs).
- There are 83 NAICS Codes designated eligible for Federal contracting under the WOSB program: 45 NAICS codes in which WOSBs are underrepresented (Economically Disadvantaged Women-Owned Small Businesses [EDWOSBs]) and 38 NAICS codes in which women are substantially under represented. A contracting officer may set aside requirements if it is deemed that there are two or more capable WOSBs and there is a reasonable expectation that a contract can be awarded at a fair and reasonable price.
- For further information on the WOSB program, including the complete list of eligible NAICS codes and certification information, please visit http://www.sba.gov/content/contracting-opportunities-women-owned-small-businesses.

Contact Information

▶ Web site: http://www.osbp.nasa.gov

► Telephone: 202-358-2088

► E-mail: *smallbusiness@nasa.gov* (include "WOSB" in the subject line)





Veteran-Owned Small Business (VOSB)/ Service-Disabled Veteran-Owned Small Business (SDVOSB)

Veteran-Owned Small Business (VOSB)

Eligibility Requirements

- Must be a small business, as determined by the Small Business Administration.
- Must be at least 51 percent owned by at least one veteran, as defined in 38 U.S.C. 101(2); or, if a publicly owned business, at least 51 percent of the stock must be owned by at least one veteran.
- Must have management and daily operations controlled by at least one veteran.

Certification Requirement

Veteran status may be self-certified in accordance with FAR 52-219-1.

Procurement Incentives

▶ There is no set-aside program for Veteran-Owned Small Businesses.

Service-Disabled Veteran-Owned Small Business (SDVOSB)

Purpose

In accordance with Section 2(a) of Presidential Executive Order 13360, NASA has published a 2-year strategic plan to focus the Agency's efforts on providing service-disabled veterans with the maximum practicable number of contracting and subcontracting opportunities.

Eligibility Requirements

- Must be a small business, as determined by the SBA.
- Must be at least 51 percent owned by at least one service-disabled veteran, as defined in 38 U.S.C. 101(16); or, if a publicly owned business, at least 51 percent of the stock must be owned by at least one service-disabled veteran.
- Management and daily operations must be controlled by at least one service-disabled veteran or by the spouse or permanent caregiver of the service-disabled veteran if such veteran has a permanent and severe disability.

Certification Requirement

Veteran status may be self-certified in accordance with FAR 52-219-1.



Procurement Incentives

- Set-aside opportunities may apply.
- There is set-aside authority in the FAR for SDVOSB set-asides.
- 8(a) Program eligibility may apply on a case-bycase basis if the SBA determines that a servicedisabled veteran is also disadvantaged.
- For more information, please visit http://www.osbp.nasa.gov, http://www.va.gov/osdbu, and http://www.va.gov/osdbu, and http://www.va.gov/osdbu, and http://www.va.gov/osdbu, and http://www.vetbiz.gov.

Veteran Goals

- Increase the number of annual contract actions and contract dollar value to Veteran-Owned Small Businesses.
- Increase the number of Veteran-Owned Small Businesses in high-tech areas by expanding the Mentor-Protégé Program.
- Monitor the performance of Veteran-Owned Small Business subcontracting through the use of Individual Subcontract Reports at each Center.
- Monitor the Agency's annual Veteran-Owned Small Business subcontracting dollars through the Summary Subcontract Report.
- Provide outreach to Veteran-Owned Small

- Businesses by participating in small business events and attending other conferences.
- Increase communication to Veteran-Owned Small Businesses through increased use of the OSBP Web site.
- Include training for the NASA acquisition workforce on
 Veteran-Owned Small Businesses.
- Monitor the Federal databases to ensure that all veteran-owned data are entered accurately and reviewed regularly.
- Require NASA Centers to report initiatives in support of veteran programs on a semiannual basis.
- Use an enterprise model to execute these goals and track accomplishments.

Contact Information

- Web site: http://www.osbp.nasa.gov
- ► Telephone: 202-358-2088
- E-mail: smallbusiness@nasa.gov (include "SDVOSB/VOSB" in the subject line)

Mentor-Protégé Program (MPP)

Purpose

The NASA Mentor-Protégé Program encourages NASA prime contractors to assist eligible protégés, thereby enhancing the protégés' capabilities to perform on NASA contracts and subcontracts, fostering the establishment of long-term business relationships between these entities and NASA prime contractors, and increasing the overall number of these entities that receive NASA contract and subcontract awards.

Eligibility Requirements

The mentor and protégé must both meet the established eligibility requirements in order to participate in the MPP, as defined in NFS 1819.72 and summarized below. A list of approved mentors is available for review on the MPP Web site at http://osbp.nasa.gov/mpp/index.html.

Mentors

All approved mentors are eligible to participate in the program and must resubmit a renewal application every 6 years to verify their continued eligibility.

Mentor applications can be submitted at any time during the year with or without a Mentor-Protégé Agreement (MPA). In accordance with NFS 1819.72, a mentor must be:

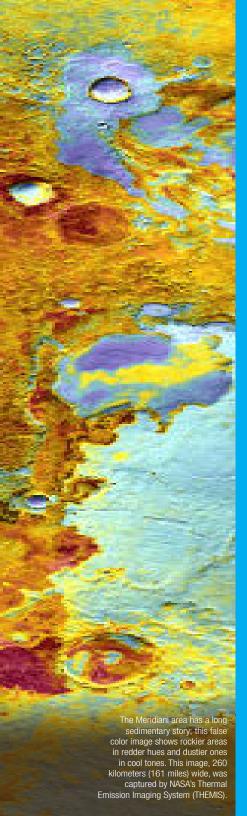
- 1. A large prime contractor performing under a NASA contract with at least one approved Federal subcontracting plan, as required by FAR 19.7
 - (the Small Business Subcontracting Program), and
- 2. Eligible for the receipt of Government contracts.

Protégés

To participate as a protégé, an entity must meet one of the eligibility requirements as defined in NFS 1819.72 and must maintain that status for the life of the agreement. If the protégé self-certifies that it meets the eligibility requirements, a separate written self-certification of its small business status must be provided with the MPA. (Note: If protégé eligibility expires prior to the end of the agreement period, the agreement may still be approved for the remaining duration of the POP but must include the condition that any credit received is subject to the protégé's recertification.)

A protégé may not participate in the NASA MPP more than twice. In addition, a protégé may have only one NASA mentor at any given time. In accordance with NFS 1819.72, the following entities are eligible to be chosen as protégés:

- 1. Small Disadvantaged Businesses (SDBs)
- 2. Woman-Owned Small Businesses (WOSBs)
- 3. Historically Underutilized Business Zone (HUBZone) concerns
- 4. Veteran-Owned Small Businesses (VOSBs)
- 5. Service-Disabled Veteran-Owned Small Businesses (SDVOSBs)
- 6. Historically Black Colleges and Universities (HBCUs)
- 7. Minority Servicing Institutions (MSIs)
- 8. Small businesses with an active SBIR or STTR Phase II contract
- 9. Companies participating in the AbilityOne Program



Benefits of Participation

The MPP has the ability to uniquely transform a small business or minority institution and enhance its capabilities to win contracts and subcontracts as a direct result of participation in the program. Some of the potential benefits of the MPP include the following:

For Mentors:

- Develop long-term business relationships with small business concerns.
- Develop a qualified small business subcontracting base.
- Accrue credit toward small business subcontracting goals.

For Protégés:

- Receive relevant technical and developmental assistance.
- Qualify for sole-source contracts from mentors.

For All Participants:

- Cultivate teaming opportunities with their partners to win new contracts and/or subcontracts.
- Engage the MPP as a marketing tool.
- Foster networking opportunities.

Types of Agreements

Credit Agreement

In a credit-based MPA, a mentor receives credit on a one-to-one basis toward its subcontracting goals. The credit is reported on the Individual Subcontract Report for the specific contract, as identified prior to the approval of the agreement.

Award Fee Pilot Program Agreement

In the Award Fee Pilot Program, a mentor is eligible to receive an award fee at the end of the agreement period based upon the mentor's performance in providing developmental assistance to its protégé. Only NASA Small Business Innovation Research (SBIR) or Small Business Technology Transfer (STTR) Phase II protégés are eligible to participate with mentors in the pilot program.



NASA Responsibilities

- NASA Contracting Officer's Representatives (CORs) act as liaisons between the mentor and the Contracting Officer (CO). A signed endorsement letter from the COR must be added to the agreement package before submission to the CO.
- NASA Contracting Officers are responsible for adding approved Mentor-Protégé Agreements to existing contracts through a contract modification. A signed letter endorsing the MPA must be added to the complete package before submission to the relevant Center's SBS.
- NASA Center Small Business Specialists are responsible for the overall administration and management of their respective Centers' MPAs. As the Center's MPP point of contact, the SBS is responsible for reviewing and endorsing all agreements received at the Center before forwarding the complete applications for final approval to the Office of Small Business Programs at NASA Headquarters. Additionally, the SBS ensures that all agreements endorsed by the Center fulfill the requirements of NFS 1819.72.
- NASA's Mentor-Protégé Program Manager (PM) at OSBP coordinates and manages the program from the Headquarters perspective with participating Centers to ensure successful program execution.
- The Office of Small Business Programs is responsible for overall NASA MPP administration, policy, and oversight. The OSBP will review all mentor applications and conduct an annual MPA performance review that highlights the progress and accomplishments gained under the approved MPA.

Agreement Evaluation

The evaluation of all proposed agreements will be based on the following criteria:

- Perceived benefit and/or value of the agreement to NASA
- Merit of the developmental assistance to the protégé
- Developmental assistance cost ratio
- Potential subcontracting opportunities available to the protégé
- Utilization of HBCU/MSIs, Procurement Technical Assistance Centers (PTACs), and SBA Business Development Centers (SBDCs)
- Proposed cost

Contact Information

Web site: http://www.osbp.nasa.gov

► Telephone: 202-358-2088

E-mail: smallbusiness@nasa.gov (include "Mentor-Protégé Program" in the subject line)





Important Web Sites

- NASA Main Web Site: http://www.nasa.gov
 - NASA Office of Small Business Programs: http://osbp.nasa.gov
- NASA Vendor Data Base: https://vendors.nvdb.nasa.gov
- NASA Procurement Web Site: http://www.hq.nasa.gov/office/procurement
- NASA Acquisition Forecast: http://www.hq.nasa.gov/office/procurement/forecast/
- NASA Freedom of Information Act: http://www.nasa.gov/FOIA/NASA-Centers.html
- North American Industry Classification System: http://www.census.gov/eos/www/naics
- System for Award Management: http://www.sam.gov
- Federal Business Opportunities: https://www.fbo.gov
- Federal Acquisition Regulations: http://farsite.hill.af.mil
- General Services Administration: http://www.gsa.gov
- Procurement Technical Assistance Centers: http://www.dla.mil/HQ/SmallBusiness/PTAC.aspx
- SBA Small Business Size Standards: https://www.sba.gov/content/small-business-size-standards
- Electronic Subcontracting Reporting System: http://www.esrs.gov
- Past Performance Information Retrieval System: http://www.ppirs.gov
- Subcontracting Opportunities (SUB-Net): http://web.sba.gov/subnet
- Department of Defense Office of Small Business Programs: http://www.acq.osd.mil/osbp



National Aeronautics and Space Administration





Captions

- 1. Journey to Space in a Vacuum Chamber. Supporting the testing of electric propulsion and power systems, VF-5 has the highest pumping. (NASA)
- 2. Expedition 43 Soyuz Rolls Out for Launch. The Soyuz TMA-16M spacecraft is rolled out by train to the launch pad. (NASA)
- NASA astronaut Kjell Lindgren corrals the supply of fresh fruit that arrived August 25, 2015 on the Kounotori 5 H-II Transfer Vehicle (HTV-5.) Visiting cargo ships often carry a small cache of fresh food for crew members aboard the International Space Station. (NASA)
- 4 An ion propulsion system is test-fired at NASA's Glenn Research Center in Cleveland (NASA
- Testing on Deck. NASA Langley Research Center engineers in Hampton, Va., use the Research Flight Deck flight simulator to continue developing new cockpit technologies, to make airliners safer and more efficient.
- 6. This image shows the Expedition 46 Soyuz Launch to the International Space Station.
- 7. Clear Skies Over the United States. (NASA). (NASA)



Follow NASA OSBP on the Web

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